

### ST HELENS COLLEGE CORPORATION

### MEETING OF THE CORPORATION

### HELD AT 3.00 PM ON MONDAY 2 OCTOBER

### IN THE BOARD ROOM, TOWN CENTRE CAMPUS

#### O P E N M I N U T E S

**MEMBERSHIP:**

Cllr A Bowden \* Mrs E Brocklehurst

\* Dr J Burford **(CEO)** \* Ms D Charnock

\* Mrs S Jee **(Chair)** \* Mrs J Heap

Prof A Mason \* Mr J Middlehurst

\* Mr P Round Mr K Sanderson

\* Mr N Shore

2 Student vacancies

4 External vacancies

\* Denotes Member Present

**IN ATTENDANCE:**

Ms A Pryer, Principal

Mr S Arnfield, Director of Finance

Mrs C Jones, Clerk to the Corporation

**Agenda Items 6 and 9 were deferred until Dr Burford arrived and the meeting became quorate.**

**1 DECLARATIONS OF INTEREST**

There were no declarations of interest notified.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received Mr K Sanderson and Prof A Mason.

Apologies for absence were also received from Mr R Molloy.

Dr J Burford and Mr S Arnfield apologised for lateness as they were attending a tele-conference with the Transition Unit (ESFA) and the Bank ie the merger process.

**3 NOTIFICATION OF URGENT BUSINESS**

There were no items of urgent business notified.

**4 MINUTES OF THE PREVIOUS CORPORATION MEETING HELD ON**

**4 SEPTEMBER 2017**

It was **RESOLVED** that the open and confidential minutes of the previous meeting held on 4 September 2017 be **agreed** and signed as a correct record, subject to the following adjustment: Present and Apologies for absence p1: Mrs E Brocklehurst and Prof A Mason had forwarded apologies for this meeting, and Ms D Charnock was present at the meeting.

**5 MATTERS ARISING**

a Minute 7.6.3 – Merger Date Communications and Actions

The external communication plan will be circulated to Governors.

**ACTION: Chief Executive to circulate the external communications plan to Governors**

**The following matters arising was reported once the CEO had joined the meeting, with the details recorded within agenda order**

b Minute 10 p6 – The Sutton Academy Progress report

The Chief Executive reported that the progress 8 figure at The Academy was now reported at -0.24 which was above the criteria for coasting schools of - 0.25, which was warmly welcomed by the Corporation.

**STRATEGIC ITEMS:**

**6 MERGER UPDATE**

6.1 Minutes from the Transition Board meeting: 15 September 2017 (Draft)

The Minutes from the Transition Board meeting held on 15 September 2017 were accepted by the Corporation. It was noted that Mrs S Jee had been present at this meeting.

6.2 Pension Fund Agreement

This item was considered to be confidential by the Corporation, with the details therefore recorded within the confidential minutes of this meeting.

6.3 Merger and Post Merger Action Plans

The legal report had now been received from Eversheds, with the associated documentation to be presented to Governors to be discussed with Eversheds. The standard bank loan agreement has also been received by Eversheds.

6.3.1 Timeline/Critical Path

The updated Timeline/Critical Path was accepted by the Corporation.

6.3.2 Legal and Financial Merger Action Plan

The updated Legal and Financial Merger Plan was accepted by the Corporation.

6.3.3 Joint Merger Risk Register

The updated Joint Merger Risk Register was accepted by the Corporation.

**PERFORMANCE MONITORING ITEMS:**

**7 COLLEGE PERFORMANCE POSITION AS AT 22 SEPTEMBER 2017**

The Chair of the Standards and Curriculum Committee presented the College Performance update report as at 22 September 2017, which followed the previous report provided earlier to the Standards and Curriculum Committee at the meeting held on 15 September 2017, with questions invited from Governors.

The reported decline in the progress 8 score for the 14-16 Academy was raised by Governors, with the response to be provided to Governors via email separately.

**ACTION: Mr N Gribben, Vice Principal to provide the reason as to why the Progress 8 had declined in the 14-16 Academy**

It was noted that a lot of focus was currently being placed on attendance monitoring within the 16-18 cohort particularly, with low attendance not being tolerated, and alternative steers given to individuals ie following year returners, where identified to do so.

‘Right choice’ interviews would be followed by early intervention over the next few weeks, with staff being supported to assist students in their choices, with the impact on recruitment to be minimised where possible. The Principal added that the development of a robust attendance strategy had worked well at Knowsley CC over the last two years, and this same strategy was being transferred to SHC this year.

The improvements in quality and performance in Hairdressing and Beauty Therapy this year were discussed with the Staff Governor informing Governors about her regular individual meetings with staff at which she monitored early students’ progress, that she believed worked very well in both supporting staff and in improving staff accountability as evidence of just one aspect of quality improvement in that area. Governors commended this approach as evidence of good practice.

Apprenticeships continue to be closely monitored, with new principles now introduced to further support the sign-up and monitoring processes, which should improve IAG and ensure that only ‘good’ contracts are entered into. Regular team meetings were also continuing.

**Dr J Burford and Mr S Arnfield joined the meeting at this point.**

The latest performance position was accepted by the Corporation.

**8 STUDENT RECRUITMENT UPDATE REPORT**

The Principal provided a recruitment update report, for St Helens College and Knowsley Community College, with the following areas particularly highlighted:

* Both Colleges are still recruiting learners and there is significant ‘churn’ particularly for 16-18 numbers as learners settle into their classes or move to provision in a different skills area or Apprenticeship.
* 16-18 recruitment was reported at 1841, which was below target at St Helens College.  However, it was reported that if the pattern continued on the same lines as the previous year, the 16-18 recruitment should reach target.  The College group is expected to achieve allocation for 2017/18. It was noted that there are Princes Trust, NEET and Direction learners enrolled throughout the academic year.
* Adult recruitment at St Helens College is lower than it was at this point in 2016/17. The College continues to recruit throughout the year, with strong recruitment in January, however the management team have already identified some challenges in reaching the target.
* Adult loans -  a potential funding shortfall of £150k has been identified at Knowsley Community College.  Adult loan income at St Helens is positive with further income expected in January 2018.
* Apprenticeships – the College is reporting a slow down in apprenticeship recruitment as a result of additional documentation and processes introduced this year and company’s considering if and when to use the Levy for their training needs. The College is complying with the national guidance on recruitment to apprenticeships to meet the new requirements for Standards and the Apprenticeship Levy. The current position was noted by the Corporation.
* HE recruitment across the College group is down against target. Full time numbers at St Helens are close to the target of 307, however part time provision has under recruited. HE numbers at Knowsley are 30 down from target. Expected numbers on the first year of existing programmes have not materialised.

Overall, it was noted that there was likely to be a £500k funding gap in recruitment (St Helens College and Knowsley Community College combined) against target. This is a serious cause for concern and the Executive will be meeting with all curriculum leads in the two weeks to half term to determine shortfalls, opportunities and potential for other provision to address any shortfall.

            The student recruitment update report was accepted by the Corporation, and it was noted that the positon continues to be closely monitored by the Executive.

**FINANCE AND RESOURCES ITEMS:**

**9 YEAR-END 2016/17 MANAGEMENT ACCOUNTS**

The Director of Finance presented the Year-End 2016/17 Management Accounts.

It was reported that the College had a deficit of £873k for the year (not including the actuarial position) which was £1,074k behind the business plan for the same period (of which £600k was for exceptional merger expenditure). The £1,074k variance from the planned surplus was made up of negative variances in income of £1,076k, offset by a slight positive variance on overall expenditure of £2k.

The shortfalls in HE and full cost income were particularly highlighted which were attributable to lower than expected numbers of learners in-year, with the delay to the Northern Logistics Academy and the Smart Meter Academy having a particular negative impact.

Following a question about the negative variance reported in relation to Third Party Training costs, it was confirmed that this referred to sub-contracting arrangements, with the details outlined.

It was **RESOLVED** by the Corporation that the Year-End 2016/17 Management Accounts be approved. The year-end audits for both colleges were underway.

**COMMITTEE MINUTES:**

**10 MINUTES OF THE COMMITTEES OF THE CORPORATION AND MATTERS ARISING:**

**10.1 Resources Committee: 15 September 2017** It was **RESOLVED** by the Corporation that the open and confidential

Minutes of the above meeting be accepted.

**10.2** **Standards and Curriculum Committee: 15 September 2017**

It was **RESOLVED** by the Corporation that the Minutes of the above meeting be accepted.

**11 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 3 ABOVE)**

There were no items of urgent business notified.

**12 DATE AND TIME OF NEXT MEETING: 10.00 am on Thursday 12 October 2017**

**(and not Monday as stated on the agenda)**